



Client Enrichment Series

Welcome to today's presentation on:

Overtime Utilities

the presentation will start at 10 am Pacific Time

Please mute your phones

You have the ability to send questions to the meeting host through the chat window. The presenter will answer as many of the questions as possible during the presentation. All questions will be captured, and answers sent to all participants within 2 weeks.

If there are multiple attendees at your location, please indicate your city and the number in your group in the chat window (i.e. San Francisco – 3)



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Client Enrichment Series

Overtime Utilities

Hosted by: Jackie Suen, Regional Account Manager,
GSA Region 9

Presented by: James Policano, Overtime Utilities Specialist,
Office of Facilities Management and Services Programs,
GSA Central Office



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Topics

- Basics of Overtime Utilities
- Overtime Utility Estimating
- From Request to Payment
- Size of Overtime Utilities Program
- Reducing Energy Consumption



What is Standard Level of Service?

- Standard Level of Service
 - The standard level of service covered by GSA Rent is comparable to those furnished in commercial practice.



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They are based on an effort required to service the customer agency's space for a 5-day week (Monday to Friday), one-shift regular work schedule." FMR on Pricing Policy (41CFR102-85.165)

Hours of Operation

10 hours per day, 5 days per week excluding Federal Holidays
Operating hours established by largest tenant

Standard Services: Defined for a general use building

Utilities

Mechanical Services (Heating and Cooling)

O&M of Building Equipment and Custodial Services

Standard Level of Service

How is the Standard Level of Service Factored into Rent?

- Federal Space
 - Operating Expenses from Appraisal
- Leased Space
 - Pass-thru of Operating Expenses in Lease



What is not Standard Level of Service?

Above Standard Services



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What if I operate 24 hours?

- Typical Office Space
- Above Standard Space (Computer Rooms, Labs)



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Typical Office Space

No unique heating or cooling requirement.

One 10-hour shift, 5 days a week (Monday through Friday, excluding Federal Holidays) is included in the rent. All other hours are reimbursable.

Above Standard Space (Computer Rooms, Labs, Firing Ranges, etc)

Space that contains special tenant equipment or fixtures, with additional power or maintenance needs. These spaces are not considered typical office space.

The Operation, maintenance, and additional utility costs are reimbursable for all hours of operation and are considered overtime utilities.

What if I Only Need a Few Extra Hours Per Week?

- All hours beyond the one-shift operation of 10 hours, (Monday through Friday, excluding Federal Holidays) are reimbursable to GSA.



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Anything outside the 10 hours is reimbursable, so if you need 2 hours extra Monday-Friday, we can prepare an estimate for you. Once a request is received, GSA will provide the client agency with an estimate for Overtime Utilities costs and once approved by the agency. GSA will adjust the building schedule and systems to accommodate the agency's request.

Incidental usage

- An individual employee comes in on a Saturday for a few hours or comes in early or stays late on a normal Monday through Friday workday. What Do I Do?



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PBS considers this incidental.

PBS defines "incidental basis" as: unplanned or nonrecurring use of office space outside the established standard operating hours and when such use of assigned space does not significantly increase utility consumption.

When building management personnel are required to activate Heating Ventilation and Air Conditioning or override programmed lighting or other systems, or tenants are working on a recurring basis then it is no longer considered incidental and an Overtime Utilities RWA is required.

Frequently Asked Questions

- If GSA Installs Special Equipment to Support Agency Program, Do I Have to Pay for Its Maintenance?
- Answer: Yes



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Yes, you reimburse GSA for maintaining this “customer program” equipment and its support space or conditioning.

Examples: uninterrupted power systems (UPS), motor generator sets, laboratory equipment, and special-purpose incinerators.

Supplemental heating, ventilation, and air-conditioning for computer rooms are reimbursable. Both portable and permanent equipment fall under this category.

Frequently Asked Questions

- If GSA pays to move or install my customer program equipment, must I maintain it?
 - Answer: Yes
- May I use or install electrical appliances without GSA's approval?
 - Answer: No



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Even though GSA pays to move or install your customer program equipment, you operate and maintain it. Examples include UPS, mobile filing systems for employees' files, special health equipment, or computers.

GSA must approve use or installation of electrical appliances, such as heaters, refrigerators, coffeepots, and microwaves.

Frequently Asked Questions

- What is the typical annual Overtime Utility (OU) estimate and Reimbursable Work Authorization (RWA) time frame?
 - Send in your annual OU requests by **June 30th**
 - Annual OU estimates are entered into the system by **August 1st**
 - Send the OU estimates to the agencies by **September 1st**
 - Agency sends back the signed RWA to GSA by **October 15th**



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Need to do this in a timely manner...

Here is GSA's annual OU request schedule, and with adhoc OU requests the estimates are done immediately and need an RWA sent in before service is rendered.

Frequently Asked Questions

- What happens if I don't have an RWA in place by Oct 15th?
 - We start the escalation process
 - Second letter gets sent out
 - It's an augmentation of funds



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Letter gets sent out from the field office. If its still unpaid it goes up to the service center level, if still unpaid it rolls up to the Regional CFO, then to Central Office. The problem with supplying services without an RWA in place, is that it is an augmentation of appropriated funds and there is the potential for termination of services. We try to avoid the latter.

Often agencies state they are on a Continuing Resolution (CR) and do not have funding to support the costs of services provided. Agencies are authorized to spend at the previous year's rate and are required to provide timely funding for Above-Standard Services. GSA consulted with the Office of Management and Budget (OMB) and the following is GSA's official national policy on this issue:

Where costs for above-standard operating expenses are billed via the RWA using the standard RWA form, tenant agencies are required to reimburse above-standard operating expenses regardless of the agencies funding situation. Agencies funded through a Continuing Resolution (CR) are responsible to reimburse above-standard operating expenses on a monthly basis. If an agency is unable to reimburse PBS for the expenses incurred while under a CR, PBS will work with the tenant agency to adjust services to a level where the tenant agency is able to reimburse GSA.

So....

**Any services beyond the standard
hours or service levels are:**

Overtime Utilities



The Overtime Utilities Process

**Before Rendering
the Service, We
Estimate the Cost
of the Service
Requested**



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The Overtime Utilities Estimate

- What is an Overtime Utilities Estimate?



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An estimate of the cost of utilities and related costs that are over and above the standard utility costs as outlined in the PBS Pricing Policy.

The Overtime Utilities Estimate

WE HAVE A TOOL!!



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Tool - History

- **Through Early 2000's**
 - Estimating done by GSA Property Managers based on a variety of methods.
- **Mid 2000's Through FY2008**
 - Estimates completed using a standard Excel template.
- **Since FY2009**



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Estimates completed using a newly developed estimating module in the RWA software program RETA.

The tool is continually improved and refined as we review the process with the national user community.

Overtime Utilities Estimating Tool (OUET) Overview



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OUET - Basic Information

BASIC INFORMATION		
<u>Est. Tracking No.</u> OUNY152512205013		<u>Estimate Status:</u> Approved
Estimate Total: \$126,670.39		Creation Date: 07/23/2012
*Estimated Start: 10/01/2012	Estimated End: 09/30/2013	Fiscal Year: 2013
Land Point Of Entry(LPOE)? <input checked="" type="radio"/> YES <input type="radio"/> NO		
Data Center/Server Room? <input checked="" type="radio"/> YES <input type="radio"/> NO		
*Primary Worksite (Building) No: [REDACTED]		
Primary WorkSite (Building) Name: [REDACTED]		
Address : [REDACTED]		
City : [REDACTED]		
Zip Code : [REDACTED]		
*Requesting Agency Bureau Code: [REDACTED]		
Requesting Agency Bureau Name: [REDACTED]		
*RWA Type: R		
*PBS Organization Code: P0225300		
RWA Number: [REDACTED]		
*Office Symbol: 2PSBB		
<u>Estimate Label:</u> Child Estimate		



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OUET – Fuel Costs

OVERTIME UTILITY ESTIMATE									
FUEL COSTS								FUNCTION CODE	
% Occupied (% of building occupied by Agency)	Total Fuel Cost (use link if data is not known)	Number Of Months (when costs were incurred)	Type Of Utility	Escalation (from utility or historic data)	Per Hour Fuel Cost (for this year)	Number Of Hours (from section above)	Override Hours (enter here to override above hours)	Total Cost (per utility)	FUNCTION CODE COST BREAKDOWN
1.63%		12	STEAM		\$0.00	2557.0		\$0.00	Confirming Resolution \$0.00
1.63%	\$1,912.00	12	OIL		\$0.22	2557.0		\$9.07	Miscellaneous \$0.00
1.63%		12	CHILLED WATER		\$0.00	2557.0		\$0.00	PQA11 Gas \$1,753.33
1.63%	\$369,509.34	12	GAS		\$42.18	2557.0		\$1,753.33	PQA31 Water \$1,687.80
TOTAL COST FOR FUEL								\$1,762.40	PQA32 Electric \$118,536.31
Sub-Metered Utilities									PQA34 Steam \$0.00
PURCHASED CHILLED WATER		Units	Quantity	Unit Cost	Comments		Total Cost	PQA36 Oil \$9.07	PQA37 Chilled Water \$0.00
							\$0.00	PQA42 Mechanical \$4,682.80	PQA47
PURCHASED STEAM							\$0.00	PO881 Overhead (recurring) \$100.00	
PURCHASED HOT WATER							\$0.00	PO882 Overhead (non-recurring) \$0.00	
ELECTRIC							\$0.00	TOTAL	\$126,670.39
TOTAL COST FOR SUB-METERED UTILITIES								\$0.00	
CONDENSER WATER CONSUMPTION									
				Price per Gallon	Calculator To convert cubic feet of water to gallons, enter the cubic feet of water in the box to the right		Cubic Feet	Gallons	
				\$0.0066					
Evaporation Rate	Load	Tons	Gallons Evaporated	Blowdown Gallons / Ton	Total Blowdown Gallons	# Of Hours	Override Hours	Total Cost	
1.5	25.00%	770	308.00	0.03	5.78	815.0		\$1,687.80	
									Proceed >>>



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OUET – Maintenance Feeder

MAINTENANCE FEEDER

INDIVIDUAL EQUIPMENT ITEMS

PM	Description	Equipment Number	Agency	Building	For Cooling	For Heating	Annual Standard	Size	Unit	*Conversion Rate	*Load	*RunTime	Total KW	
A-11	CELL EXHAUST FANS	F10, 11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.50	2.24	KW	1.0000	50%	100%	1.12	
B-2	BOILER	B1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40	22.50	KW	1.0000	50%	100%	11.25	
A-7	COMP AC UNIT	USMS COMP1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	12.00	KW	1.0000	50%	100%	6.00	
A-7	AC unit 2	ac2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	5.00	Tons	1.2000	50%	100%	3.00	
A-7	AC unit 3	ac3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	5.00	Tons	1.2000	50%	100%	3.00	
A-7	AC unit 1	AC1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	7.50	Tons	1.2000	50%	100%	4.50	
P-4	HEATING PUMPS	HWP-1, 4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6.50	33.50	KW	1.0000	50%	100%	16.75	
P-4	CONDENSER WATER PUMPS	CWP-1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.50	130.50	KW	1.0000	50%	100%	65.25	



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OUET – Equipment Costs

EQUIPMENT COSTS

HVAC Equipment

Equipment	Season	Total KW	# of Hrs	Cost Per KW	Total Cost
Air Handlers,Pumps,Towers,Chillers,Package Units	Cooling	66.37	815.00	\$0.2119	\$11,462.00
Air Handlers,Pumps,Towers,Chillers,Package Units	Heating	29.12	1742.00	\$0.2119	\$10,749.06

Equipment	Run time	Load	Total KW for All	Override Hours	Total KW	# of Hrs	Cost Per KW	Total Cost
Other Electrical	100%	75%	0.00	0.00	0.00	2557.00	\$0.2119	\$0.00

Lighting,outlets

Equipment	Total SQFT	Override SQFT	AVG KW per SQFT	Override Hours	# of Hrs	Cost per KW	Total Cost
Lighting,Outlets	10000		0.0025	1742.00	2557.00	\$0.2119	\$9,228.25

Labor

Hrs. for Mechanical	Hrs. For Agency A	Hrs. For Agency B	Hrly. Price for Mechanical	Hrly. Price for Janitorial	Hrs. for Janitorial	Mechanical Supplies	Janitorial Supplies	Total Cost
			\$65.32					\$0.00

Proceed >>>



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OUET – Additional Program Equipment

OVERTIME UTILITY ESTIMATE						
Additional Program Equipment						FUNCTION CODE
Equipment	RunTime	Load	Total KW	# Of Hours	CostPerKW	Total Cost
Computer Equipment	100%	100%	15.12	8760	\$0.0686	\$9,086.15
	100%	75%	0.00	0	\$0.0686	0.00
	100%	75%	0.00	0	\$0.0686	0.00
	100%	75%	0.00	0	\$0.0686	0.00
Total Cost for additional program equipment:						\$9,086.15
<input type="button" value="Proceed >>"/>						

FUNCTION CODE COST BREAKDOWN	
Continuing Resolution	\$0.00
Miscellaneous	\$0.00
PGA11 Janitorial	\$0.00
PGA31 Gas	\$0.00
PGA32 Water	\$0.00
PGA33 Electric	\$25,938.54
PGA34 Steam	\$0.00
PGA36 Oil	\$0.00
PGA37 Chilled Water	\$41,663.31
PGA42/ POA47 Mechanical	\$1,217.06
PG981 Overhead (recurring)	\$100.00
PG982 Overhead (non-recurring)	\$0.00
TOTAL	\$68,918.91



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OUET – Cost Summary

COST SUMMARY

FUEL COST AND SUBMETERED UTILITIES	\$1,762.40
CONDENSER WATER CONSUMPTION	\$1,687.80
HVAC EQUIPMENT COST	\$22,211.06
ADDITIONAL PROGRAM EQUIPMENT	\$87,097.00
LIGHTING, OUTLETS	\$9,228.25
MECHANIC & JANITORIAL LABOR	\$0.00
PASS THROUGH FACILITY COST	\$0.00
EQUIPMENT MAINTENANCE FOR BUILDING EQUIPMENT	\$1,644.49
EQUIPMENT MAINTENANCE FOR AGENCY EQUIPMENT	\$2,939.40
CONTINUING RESOLUTION	\$0.00
MISCELLANEOUS COST	\$0.00
OVERHEAD FEE	\$100.00
TOTAL FIXED PRICE ESTIMATE FOR OVERTIME UTILITY REQUEST	\$126,670.39
TOTAL COST PER HOUR	\$49.50

[Proceed >>>](#)



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OUET – Estimate

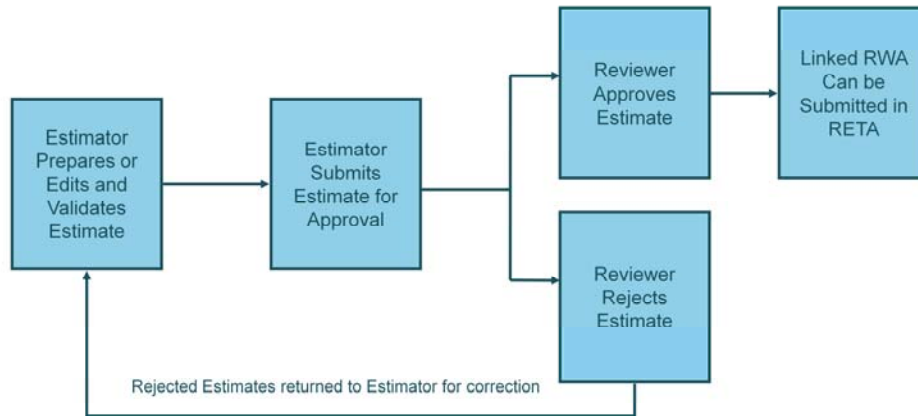
BASIC INFORMATION		FUNCTION CODE COST BREAKDOWN		
Estimate Tracking Number	OUNY152512205013 (Child Estimate)			
Requesting Agency (AB Code)				
KVA Number			Continuing Resolution	\$0.00
Dates	10/1/2012 --- 9/30/2013		Miscellaneous	\$0.00
Building name			PGA11 Janitorial	\$0.00
Building #			PGA31 Gas	\$1,753.33
Order Station Building #	No		PGA32 Water	\$1,657.80
Address			PGA33 Electric	\$118,536.31
Data Center/Server Room	No		PGA34 Steam	\$0.00
Total BLDG Rentable SQFT	615162		PGA36 Oil	\$9.07
OT Square Footage Used	10000		PGA37 Chilled Water	\$0.00
Hourly Rate for Mechanics	\$65.32		PGA42/PGA47 Mechanical	\$4,583.86
Number Of Agencies Sharing Use (Default is 1)	1		PG981 Overhead (recurring)	\$100.00
Projected KWH AND KW Cost/Hr (usage and demand rates)	USAGE RATE	DEMAND RATE	PG982 Overhead (non-recurring)	\$0.00
	\$0.2119	\$0.00	TOTAL	\$126,670.39
COST SUMMARY				
FUEL COST AND SUBMETERED UTILITIES				\$1,782.40
CONDENSER WATER CONSUMPTION				\$1,657.80
HVAC EQUIPMENT COSTS				\$22,211.06
ADDITIONAL PROGRAM EQUIPMENT				\$87,097.00
LIGHTING, OUTLETS				\$9,228.25
MECHANIC & JANITORIAL LABOR				\$0.00
PASS THROUGH FACILITY COST				\$0.00
EQUIPMENT MAINTENANCE FOR BUILDING EQUIPMENT				\$1,644.49
EQUIPMENT MAINTENANCE FOR AGENCY EQUIPMENT				\$2,939.40
CONTINUING RESOLUTION				\$0.00
MISCELLANEOUS COST				\$0.00
OVERHEAD FEE				\$100.00
TOTAL FIXED PRICE ESTIMATE FOR OVERTIME UTILITY REQUEST				\$126,670.39



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OU Estimate Quality Control



How Do You Pay for Overtime Utilities?

- Through an RWA
 - An RWA is an agreement between the GSA and a customer where PBS agrees to provide material and services and the customer agency agrees to reimburse GSA's costs.
- Through an Occupancy Agreement (OA)
 - Reimbursable services can be setup on OAs.



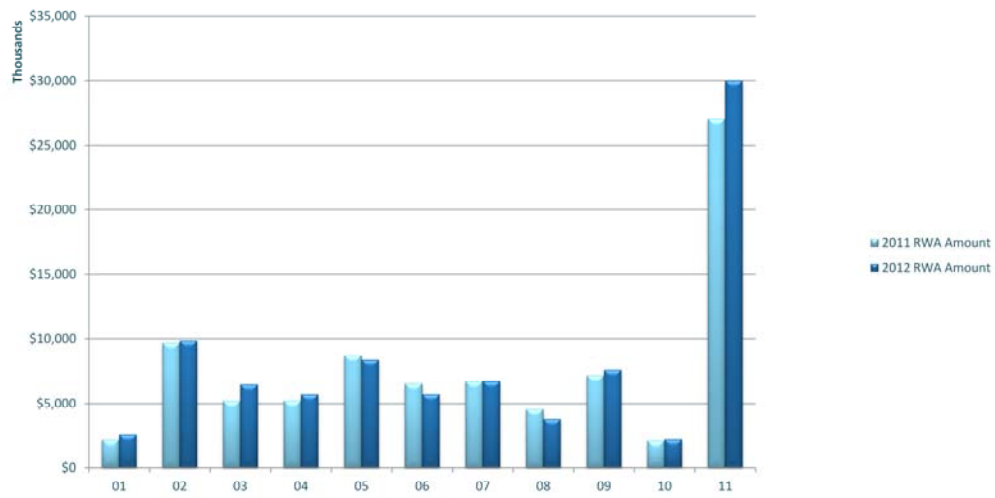
How Much Do You Use By GSA Region?



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Overtime Utilities – Nationwide glance



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This chart reflects OU at owned buildings paid with RWAs. This chart does not reflect OU paid on OAs.

Overtime Utilities – Nationwide glance

Region	2011		2012	
	RWA Count	RWA Amount	RWA Count	RWA Amount
01	136	\$2,185,451	164	\$2,570,189
02	188	\$9,692,976	168	\$9,851,720
03	186	\$5,207,265	216	\$6,431,589
04	321	\$5,222,843	349	\$5,699,930
05	314	\$8,702,080	316	\$8,358,771
06	172	\$6,513,476	189	\$5,699,119
07	300	\$6,668,583	318	\$6,683,411
08	157	\$4,568,239	156	\$3,788,368
09	329	\$7,139,697	323	\$7,574,656
10	122	\$2,111,676	139	\$2,207,386
11	167	\$27,036,606	158	\$30,011,569
Grand Total	2,392	\$85,048,893	2,496	\$88,876,707



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This chart reflects OU at owned buildings paid with RWAs. This chart does not reflect OU paid on OAs.

The amount is significant amount and why GSA improving energy efficiency at federal buildings.

What Can You Do to Save Money and Energy?



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Reduce operating hours.

Install packaged ac units for smaller spaces, if possible.

Energy Saving Ideas

- Install Area Specific HVAC Systems
- Reduce Hours
- Combine Data Centers
- Smart Buildings
- Check Temp Set Points in Data Centers and Office Space



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Smart Buildings Projects: Shave Energy Project, Building Link, LEED, etc.

Contact Property Managers to go over hour reductions, temperature set points, or setting up a project to combine data centers or even looking for more efficient HVAC system in the data center.

Executive Order 13514 – states that we need to have a:

30% reduction in vehicle fleet petroleum use by 2020;

26% improvement in water efficiency by 2020;

50% recycling and waste diversion by 2015;

95% of all applicable contracts will meet sustainability requirements;

Implementation of the 2030 net-zero-energy building requirement;

Executive Order 13423 – states that we need to have:

- Energy efficiency and reductions in greenhouse gas emissions.
- Use of renewable energy.
- Reduction in water consumption intensity.
- Acquisition of green products and services.
- Pollution prevention, including reduction or elimination of the use of toxic and hazardous chemicals and materials.
- Cost-effective waste prevention and recycling programs.
- Increased diversion of solid waste.
- Sustainable design/high performance buildings.
- Vehicle fleet management, including the use of alternative fuel vehicles and alternative fuels and the further reduction of petroleum consumption.
- Electronics stewardship.



Questions?



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Contacts

- Property Manager
- Region Account Managers (RAMs)

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Regional Account Manager
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415 559 9699 mobile
Jacqueline.Suen@gsa.gov



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Work with the Property Manager and OU Estimator first, then work with the RAM. If the RAM doesn't know the answer, they can contact the Regional POC or Central Office POC for the OU program.

If you don't know your RAM, then contact Jacqueline Suen and she will get you connected with your RAM.